



DEPARTMENT OF PERSONNEL

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MEMO PERD #02/99

January 15, 1999

TO: All State Agencies
ATTN: Designee for Rules Distribution
FROM: Jeanne Greene, Acting Director
Department of Personnel
SUBJECT: REVISIONS #3 AND #4, RULES FOR PERSONNEL
ADMINISTRATION

Enclosed are Revisions #3 and #4 of the *Rules for State Personnel Administration* which were adopted by the Personnel Commission on March 20 and June 12, 1998. The changes appear in bold type and reflect effective dates of April 17 and July 24, 1998, respectively.

Please ensure everyone on your distribution list receives a copy. Replace existing pages with the revised pages or add new ones. If you are no longer the designee for rules distribution, please contact Rita Jacques at 687-3719.

JG:dsb

Enclosure

cc: Department and Division Heads
Agency Personnel Liaisons
Agency Personnel Representatives